



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

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FEB 10 2011

MEMORANDUM FOR Major Subordinate Commands (MSCs), Directorates and Tenant Activities

SUBJECT: Command Policy Memorandum G4-02 – Joint Readiness Training Center (JRTC) and Fort Polk Policy on Property Accountability

1. References:

- a. Army Regulation 710-2, Supply Policy Below the National Level, 28 Mar 08.
- b. Army Regulation 735-5, Policies and Procedures for Property Accountability, 28 Feb 05.
- c. Forces Command Memorandum, AFLG-SMS, 8 Jun 09, Subject: Forces Command Excess Management and Reduction Policy.
- d. JRTC and Fort Polk OPORD, AFZX-GL, Subject: Command Supply Discipline Program (CSDP) Annual Assistance Visits FY 11, 061430S January 2011.
- e. JRTC and Fort Polk OPORD 11-060, AFZX-GL, Subject: Materiel Readiness Review (MRR), 041450R November 10.
- f. JRTC and Fort Polk OPORD 10-079, AFLG-GL, 14 Jan 10, Subject: JRTC and Fort Polk Excess Reduction and Management Policy.
- g. Forces Command GENTEX, AFLG-SMS, 231506Z Jul 10, Subject: Campaign on Property Accountability.
- h. Army EXORD 259-10, DAMO-CIC, 090224 Jul 10, Subject: Campaign on Property Accountability.

2. Purpose: This policy re-establishes a cohesive equipment redistribution management, excess reduction, and property accountability program. This policy applies to all MSC's, directorates, and tenant activities assigned or attached to the JRTC and Fort Polk. These procedures must be included in the Army Force Generation (ARFORGEN) cycle to manage and prevent excess equipment generation.

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3. General: The OPTEMPO of modular FORSCOM units processing through ARFORGEN on a continuous basis has created excess property among nearly all of our units. Commanders should exercise supply discipline and property accountability, and expeditiously identify all excess equipment in order to redistribute to deploying units in support of the ARFORGEN process. Deployable units will focus efforts on identifying equipment shortages and turning in excess during their RESET phase. Our goal is to continuously reconcile all JRTC and Fort Polk equipment on hand against authorizations and to redistribute or dispose of excess equipment.

4. This policy covers all classes of supply and requires specific reporting to HQ, FORSCOM. Commanders will exercise supply discipline and maintenance management within their area of responsibility. All unit S4's and Property Book Officers (PBO) are required to establish accountability procedures and identify, redistribute, and turn-in excess equipment. The status of Excess Management and Reduction will be briefed monthly at the Materiel Readiness Review (MRR).

5. Brought to record, redistribution, and excess turn-in will be reported to ACofS, G4 IAW the spreadsheet at enclosure.

6. Expendable Item Disposition Instructions: Units will open all containers and storage facilities and identify, classify, segregate and prepare materiel for disposition. Unit personnel, in coordination with SMEs will remove excess material from containers and storage areas and research against authorizations to establish an excess baseline. All excess expendable Class I, II, III(P), IV, V, VI, VIII and IX will be turned in to the appropriate Supply Support Activity (SSA) or as listed below:

a. Class I:

(1) Class I turn-ins will be coordinated through the Troop Issue Subsistence Activity (TISA) and the local dining facility. Unopened semi-perishable items, UGR-A's and MRE's in their original configuration will be listed on DA Form 3294-R, inspected and approved by veterinary personnel, prior to being turned in to TISA for adjustment/credit. The MREs will be palletized and banded by the unit prior to turn-in to TISA.

(2) Perishable items suitable for immediate consumption will be listed on a DA Form 3294-R, approved by the Installation Food Program Manager and turned in to their supporting garrison dining facility.

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b. Class II:

(1) Expendable items will be turned in to unit SSA. Installation SSA building 4374, telephone 531-845/7510/7523 hours of operation are 0730-1130/1230-1600, Monday through Friday, except during scheduled inventories or legal holidays.

(2) Equipment must be clean (minor stains and spots are acceptable), at least Code F standard, or accounted for with a suitably processed adjustment document.

(3) Durable tools and basic issue items (BII) including sets, kits, and outfits will be turned-in “as is” at building 4533, telephone 531-0368. Hours of operation are Monday through Friday 0730 – 1600.

(4) Excess Class II non-expendable items found on installation will be reported to the appropriate Property Book Office (PBO) (unit or installation) for research and disposition of excess equipment.

(5) The Central Issue Facility (CIF) is located in building 4374, telephone 531-1845/7510/7523, hours of operation are 0730-1130/1230-1600, Monday through Friday, except during scheduled inventories or legal holidays.

(6) Individual turn-ins are conducted on an appointment and walk-in basis. Equipment must be clean (minor stains and spots are acceptable), at least Condition Code F standard, or accounted for with a processed adjustment document.

c. Class III (P):

(1) Turn in of Class III (P) items will be coordinated through the HAZMART facility located in building 4369, telephone 531-9615. Hours of operation are 0730-1630, Monday through Friday except legal holidays.

(2) CL III (P) will be turned in to the HAZMART site in its original container with lid “as is”.

d. Class IV:

(1) Class IV turn-in site is located in building 8106, telephone 531-5535 hours of operation are 0730-1130/1230-1600, Monday through Friday, except during scheduled inventories or legal holidays.

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(2) Class IV will be separated and palletized with DA Form 3161 properly completed and turned in at the Class IV yard.

e. Class V:

(1) Turn-in of Class V items will be coordinated through the Ammunition Supply Point (ASP). The ASP is located in building 4101, telephone 531-1506/1523/9169. The ASP operates from 0730-1630, Monday through Friday except legal holidays.

(2) Units will use DA FORM 581 to turn in excess CL V between 0800-1500 Monday through Friday except legal holidays.

f. Class VII:

(1) Brigades and separate battalion PBOs must notify the ACofS, G4 prior to turn-in of any CL VII items. The ACofS, G4 will search requirements for the installation and direct lateral transfers to fill shortages. When no requirements exist locally, the ACofS, G4 will notify FORSCOM headquarters for redistribution to other installations or units. When no requirements exist in FORSCOM, the ACofS, G4 will notify the brigade and separate battalion PBO's to turn-in the excess to the Installation Supply Support Activity (ISSA).

(2) Class VII will be turned in at the classification section located in building 4374, telephone 531-1917, hours of operation are 0730-1130/1230-1600, Monday through Friday, except during legal holidays.

(3) All excess CL VII being turned in will be brought to -10/-20 PMCS standards within the losing unit budget constraints prior to turn-in with DA Form 2765-1, DA Form 2407, DA Form 2404, and FEDLOG data sheet.

g. Class VIII:

(1) Expendable medical items will be turned in at building 4372, telephone 531-3201, hours of operation are 0800-1630 Monday through Friday, except during legal holidays. Turn-in will be conducted by appointment only and all equipment will be turned in "as is" using DA Form 3161.

(2) Non-expendable items will be turned in to unit PBO's with DA Form 2765-1, DA Form 2407, DA Form 2404, and FEDLOG data sheet.

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h. Class IX: Class IX excess items will be turned in to unit SSA's with DA Form 2765-1, DA form 2407, DA Form 2404, and FEDLOG data sheet.

(1) Major assemblies (engines, transmissions, transformers, etc.) or items requiring containers must be secured in a container to prevent damage during transportation. Containers must be properly marked, clean, dry and serviceable, complete with nuts and bolts.

(2) Large quantities of small items must be placed in boxes to prevent damage during handling. Electronic, communication and artillery items must not be mixed with other items.

(3) Unserviceable tires will be turned in directly to the Defense Logistics Agency Disposition Services.

7. This policy will reinforce property accountability and supply discipline. All unit S4's and PBO's will reconcile all property on hand against authorizations and redistribute or dispose of the equipment through regular turn-in procedures. This policy will assist S4's, PBO's, and the ACofS, G4 with filling shortages in other units and increase readiness throughout the JRTC and Fort Polk. Leaders at all levels are responsible for supply discipline and property accountability. The CSDP results will serve as an Organization performance report.

8. Responsibility:

a. ACofS, G4 will:

(1) Reinforce existing policies and directives, evaluate and train leaders at every level on supply discipline and property accountability through the CSDP.

(2) Brief the status of excess management and CSDP during the monthly MRR.

(3) Provide a consolidated report to FORSCOM by the 5th day of each month.

(4) Review Property Book Unit Supply Enhanced (PBUSE) periodically to identify units that have not reported their excess equipment.

(5) Validate justifications submitted by units to retain excess equipment. Review DA Form 4610-R that units submit to ACofS, G8 for increase in authorizations to retain excess equipment.

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(6) Utilize our Commander's Maintenance Evaluation Team (COMET) and Inspector General (IG), to make assessments.

b. MSC's, directorates, and tenant units activities will:

(1) Identify all excess equipment.

(2) Provide reports in the format at Enclosure to the ACofS, G4 by COB on the first working day of each month.

(3) Report excess equipment as it is identified through receipt of new equipment, TOE/TDA changes, Transformation, or otherwise to the ACofS, G4.

c. Commanders and supervisors will:

(1) Sign a statement acknowledging responsibility for all property within their respective brigade or battalion upon assuming command and provide a copy to the ACofS, G4.

(2) Brigade and battalion commanders will sign a statement certifying that all property within their brigade and battalion has been inventoried, accounted for and all excess property has been turned in upon completion of RESET. Provide a copy of this statement to the ACofS, G4.

(3) Ensure a 100 percent inventory is conducted at R+180, turn-in all excess equipment using current technical manuals, supply catalogs, and component listings.

(4) Schedule turn-in appointments with your supporting SSA, CIF, or Defense Logistics Agency Disposition Services, as needed.

d. Property Book Officer will:

(1) Ensure all non-expendable property found on installation is accounted for on the units property book to fill shortages or is tagged for turn-in.

(2) Ensure all hand receipts are updated as changes occur.

(3) Ensure all shortages are filled before redistributing equipment to other PBO's unless directed otherwise by the ACofS, G4.

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(4) Cancel all due-ins that are filled through the redistribution process.

9. Coral Johnson is the point of contact at 531-2712, or by email at coral.johnson@us.army.mil.

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A handwritten signature in black ink, appearing to read "Clarence K.K. Chinn", with a large, stylized flourish extending from the end.

CLARENCE K.K. Chinn
Brigadier General, USA
Commanding

Reporting Format

1. Monthly Reporting Requirement. Major Subordinate Commands provide the ACoFS, G4 a monthly status report of actions directly related to this policy. The information from these monthly reports will enable the SC and FORSCOM to assess policy progress and also identify potential problem areas that require adjustment or policy revisions. The monthly report is due the first working day of the month. Reports will contain the following information:

a. Quantity and dollar amount of class VII major end items of equipment that have been brought to record (i.e., found on installation or otherwise properly gained on the appropriate accountable stock record account).

b. Quantity and dollar amount of other materiel and supplies that (class II, IV, and IX) that have been brought to record and assigned disposition.

c. Number of pieces of equipment that were internally redistributed to fill other existing unit shortages.

d. Quantity and dollar amount of excess property turned in and brought to record in an authoritative accountable system of record for potential redistribution within the Army.

e. Number of compliance or assistance visits conducted during the reported period down to the Company level.

f. Supply discipline and property accountability initiatives underway to mentor junior leaders.

2. Reporting Format. Monthly status reports will be submitted using the following formats:

A. **Report #1** (Brought to Record, Redistribution and Excess Turn-In)

| Class Of Supply | FOI Brought to Record | | Redistributed to Other Needed Units | | Turned In as Excess to Installation | |
|---|--------------------------|------|--|------|--|------|
| | QTY | COST | QTY | COST | QTY | COST |
| Class VII Items Non-Sensitive | | | | | | |
| Class VII Items Sensitive (Weapons, NVD) | | | | | | |
| Class II, III, IV | | | | | | |
| Class V | | | | | | |
| Class IX | | | | | | |
| Non-Standard Equipment | | | | | | |

B. **Report #2** (CSDP Results)

| Command | # Eligible | # Inspected | % Property Book Accuracy |
|---------|------------|-------------|-----------------------------|
| | | | |
| | | | |
| | | | |

C. **Report # 3** (Training And Mentoring Of Junior Leaders) On a memorandum format, list of on-going initiatives to include a narrative of steps/initiatives the command has taken to facilitate the mentoring and training of their junior leaders. This will assist in developing new ideas for identification and potential reuse by other commands.

3. Report Submission and Point of Contact. Reports are due on the first working day or each month. The JRTC and Fort Polk G4 point of contact for all reports is Mr. Coral Johnson at 531-2712, e-mail: coral.a.johnson@us.army.mil.

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